

# The Odisha Gazette

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[No.2992—ST-BT-MISC-0007/2024/ST.]

## SCIENCE & TECHNOLOGY DEPARTMENT

### RESOLUTION

The 5th July, 2024

#### SUB: OPERATIONAL GUIDELINES ON ASSISTANCE FOR PARTICIPATION IN TRADE FAIRS UNDER ODISHA BIOTECHNOLOGY POLICY, 2024.

*(Science & Technology Department Resolution No - 393-ST-BT-MISC-0026/2022/ST. Dated the 25th January, 2024) (See Para 4.2.14 of Odisha Biotechnology Policy, 2024)*

1. **Short Title:** - Operational guidelines for providing assistance for participation in Trade Fairs under Odisha Biotechnology Policy, 2024.
2. **Extent:** - It shall extend to the whole of the State of Odisha.
3. **Commencement:** - It shall come into force from the "Effective Date" of Odisha Biotechnology Policy 2024 i.e. dated 25th January, 2024.
4. **Terms and Expressions:** - Terms and expressions used in this operational guideline, but not specifically defined / explained here, shall have the same meaning as in Odisha Biotechnology Policy, 2024.
5. **Policy Provisions:-**  
Expenditure incurred from participation in National/ International Trade Fairs towards (i) total rent of stall (ii) product literature/ catalogue and (iii) display material subject to maximum of Rs.50,000 will be provided per event. Eligible Biotechnology Units/ Biotechnology Start Ups will be entitled to avail this assistance maximum two times during the operative period of this policy. The assistance would be in the nature of reimbursement.
6. **Eligibility:-**  
Biotechnology Units/ Biotechnology Start Ups operating in the state of Odisha will be entitled to avail this assistance maximum two times during the operative period of this policy.
7. **Time frame for filing application: -**  
Eligible Biotechnology Units/ Biotechnology Start Ups shall file application for assistance in the format prescribed at **Annexure-A** at least **one month before** the start of International trade fair to be participated.

**8. Constitution of Evaluation Committee: -**

There shall be a Committee with following composition to accord necessary recommendation of assistance for participation in trade fairs to eligible Biotechnology Units/ Biotechnology Start Ups.

1	Director Biotechnology, Science & Technology Dept.	Chairperson
2	FA, Science & Technology Dept.	Member
3	Senior scientist, Science & Technology Dept./Expert from the Biotech Sector	Member
4	Deputy Director, Biotechnology, Science & Technology Dept.	Member-convener

**9. Procedure: -**

1. Eligible Biotechnology Units/ Biotechnology Start Ups participating in National/ International Trade Fairs shall reach Science & Technology Department, Odisha at least one month in advance from the event giving details as per **Annexure A**.
2. Science & Technology Department, Odisha shall place the applications received before the Evaluation Committee which shall scrutinize the documents and recommend to accept/reject the proposal.
3. The Evaluation Committee's recommendation will be placed to Science & Technology Department for approval.
4. Once approved an in-principle letter shall be issued to the Applicant.
5. On completion of the event, the Applicant shall submit claim for reimbursement as per actuals, subject to a maximum of Rs. 50,000 per event, enclosing relevant documents as per **Annexure B**.
6. Claim form must be submitted within 60 days of participation in the event.
7. After due verification of the documents and necessary approval submitted by the approved biotechnology unit/ start-ups, Science & Technology Department, Odisha shall take government approval and disburse the assistance.

By order of the Governor  
CHITHRA ARUMUGAM  
Principal Secretary to Government

**Annexure- A**APPLICATION FOR ASSISTANCE FOR PARTICIPATION IN TRADE FAIRS UNDER  
ODISHA BIOTECHNOLOGY POLICY, 2024*Application received after the due date / incomplete in any respect shall be liable for rejection*Copy of Documents / Certificates shall be **self- certified** by the applicant

From:

To

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(Name, Full Address of applicant Biotechnology Unit/ Biotechnology Start Up)

The Director, Biotechnology,  
Science & Technology Department,  
Odisha, Bhubaneswar.

Sub:- Assistance for participation in Trade Fairs under Odisha Biotechnology Policy, 2024.

Madam/ Sir,

In accordance with the provisions laid down in Odisha Biotechnology Policy, 2024 and operational guidelines, the claim for assistance for participation in National/ International Trade Fairs is submitted herewith with following particulars.

1	Name and address of the Biotechnology Unit/ Biotechnology Start Up's a. Name b. Full Address c. Email d. Contact Number		
2	Registration No. of Biotechnology Unit/ Biotechnology Start Up		
3	Details of the Event to be participated in: a. Name of the event b. Organiser c. Location d. Period		
4	Letter of confirmation from the Organizer to participate in the event.		
5	Brochure of the event to be participated.		
6	Details of the proposed expenditure: a. rent to be paid for stall b. product literature/catalogue c. display material		
7	Proposed amount of claim		

I /We hereby undertake to abide by the terms and conditions prescribed under the provisions of Odisha Biotechnology Policy, 2024 and its operational guidelines.

I /We hereby undertake to repay the assistance or any part thereof with penal interest as decided by the authority If the information furnished is found to be false/ incorrect / misleading or mis-represented and there has been suppression of facts / materials or if found to have been disbursed in excess of the amount actually admissible for whatsoever reason.

I /We hereby certify that the (Name of the participating Biotechnology Unit/ Biotechnology Start Up) is not under investigation / charges / prosecuted / debarred / black listed under Foreign Policy of India or any other law relating to export & import business.

I /We hereby certify that I have not applied for / availed this assistance in any manner under any other scheme of the State Govt. or the Central Govt. or any Financial Institution(s).

Copies of relevant documents in support of information / facts furnished above are self-attested and enclosed herewith.

Authorized Signatory of the participating  
Biotechnology Unit/ Biotechnology Start Up

Place-

Date-

Enclosures:

**Annexure- B**

**SUBMISSION OF VOUCHERS TOWARDS ASSISTANCE FOR PARTICIPATION IN  
TRADE FAIRS UNDER ODISHA BIOTECHNOLOGY POLICY, 2024**

Copy of Documents / Certificates shall be **self- certified** by the applicant

From:

To

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(Name, Full Address of applicant Biotechnology Unit/ Biotechnology Start Up)

The Director, Biotechnology,

Science & Technology Department,

Odisha, Bhubaneswar.

Sub:- Submission of vouchers towards assistance for participation in Trade Fairs under Odisha Biotechnology Policy, 2024.

Madam/ Sir,

In accordance with the provisions laid down in Odisha Biotechnology Policy, 2024 and as per the approval letter of the S&T Dept. the relevant vouchers for the claim for assistance for participation in National/ International Trade Fairs is submitted herewith with following particulars.

1	Name and address of the Biotechnology Unit/ Biotechnology Start Up's a. Name b. Full Address c. Email d. Contact Number		
2	Registration No. of Biotechnology Unit/ Biotechnology Start Up		
3	Details of the Approval letter of S&T Dept.		
4	Details of the Event to be participated in: a. Name of the event b. Organiser c. Location d. Period		
5	Letter of confirmation from the Organizer to participate in the event.		
6	Brochure of the event to be participated.		
7	Details of the expenditure: a. rent paid for stall b. product literature/catalogue c. display material		
8	Amount of claim		
9	Details of Bank A/C d. Name of A/C Holder e. Name of the Bank & Branch f. A/C No. & IFSC Code		

I /We hereby certify that the claim has been submitted as per actuals.

I /We hereby undertake to repay the assistance or any part thereof with penal interest as decided by the authority If the information furnished is found to be false/ incorrect / misleading or mis-represented and there has been suppression of facts / materials or if found to have been disbursed in excess of the amount actually admissible for whatsoever reason.

I /We hereby certify that the (Name of the participating Biotechnology Unit/ Biotechnology Start Up) is not under investigation / charges / prosecuted / debarred / black listed under Foreign Policy of India or any other law relating to export & import business.

I /We hereby certify that I have not applied for / availed this assistance in any manner under any other scheme of the State Govt. or the Central Govt. or any Financial Institution(s).

Copies of relevant documents in support of information / facts furnished above are self-attested and enclosed herewith.

Authorized Signatory of the participating  
Biotechnology Unit/ Biotechnology Start Up

Place-

Date-

Enclosures: